

City of Santa Fe, New Mexico

memo

DATE: October 22, 2014

TO: Public Utilities
Finance Committee
City Council

VIA: Nick Schiavo, Public Utilities and Water Division Director *NSA*
Alex Puglisi, Source of Supply Manager

FROM: Alex Gamino, Water Equipment Engineer
RE: Automation Electric Amendment #1

ITEM

Request an Amendment to Professional Services Agreement for Automation Electric FY 2014-2015. Automation Electric currently has a \$30,000 contract with SOS and T&D. Amendment No. 1 will reflect an increase compensation of \$20,000 plus applicable gross receipt taxes, not to exceed \$50,000 plus NMGR.T.

BACKGROUND AND SUMMARY

Automation Electric is an electrical contractor with a background in design, automation, PLC programming and SCADA. Dewalt Oosthuizen has supported the City of Santa Fe on several projects and emergency situations, has a proven knowledge of the needs and requirements to the water process. Automation Electric is a Factory Authorized Systems Integrator for Schneider Electric and Rockwell Automation.

JUSTIFICATION

The current funding for this PSA has been exhausted due to an unexpected emergency at High Summit Booster location. Source of Supply will be adding an additional RTU to the Hydro Generator Station, in addition to adding the McClure Reservoir project onto our SCADA system. Planned upgrades, maintenance and Automation optimization are also reflected into this year's plan.

RECOMMENDED ACTION

- Please approve Amendment No.1 to Professional Services Agreement for Automation Electric.
- Funding is sufficient and appropriated in FY 2014-2015 for the expenditure in line item 52361.510310

**CITY OF SANTA FE
AMENDMENT No. 1 TO
PROFESSIONAL SERVICES AGREEMENT**

AMENDMENT No. 1 (the "Amendment") to the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated August 27, 2014 (the "Agreement"), between the City of Santa Fe (the "City") and Automation Electric (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor, whichever occurs last.

RECITALS

A. Under the terms of the Agreement, Contractor has agreed to provide SCADA Maintenance and System professional services to the City.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION.

Article 3, paragraph B of the Agreement is amended to increase the amount of compensation by a total of twenty thousand dollars (\$20,000) so that Article 3, paragraph B reads in its entirety as follows:

B. The City shall pay to the Contractor in full payment for services rendered a sum not to exceed fifty thousand dollars (\$50,000), plus applicable gross receipts taxes.

2. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No.1 to the City of Santa Fe Professional Services Agreement as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR:
Automation Electric, LLC

JAVIER M. GONZALES, MAYOR

NAME & TITLE

Date: _____

Date: _____

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:

MPM 11/17/14

KELLEY A. BRENNAN, CITY ATTORNEY

APPROVED:

TERESITA GARCIA,
ASSISTANT FINANCE DIRECTOR

52361.510310
Business Unit/Line Item



City of Santa Fe Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Automation Electric

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$30,000.00

Termination Date: June 30, 2015

Approved by Council Date: _____

or by City Manager Date: Pending

Contract is for: SOS and T&D maintenance

Amendment # 1 to the Original Contract# 14-0671

Increase/(Decrease) Amount \$ 20000

Extend Termination Date to: na

Approved by Council Date: PENDING

or by City Manager Date: _____

Amendment is for: Increase comp

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 30,000.00 of original Contract# _____ Termination Date: 06/30/2015

Reason: electrical t&D and SOS

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____



City of Santa Fe
Summary of Contracts, Agreements, & Amendments

Total of Original Contract plus all amendments: \$ 50,000

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# _____ Date: _____

RFQ [] _____ Date: _____

Sole Source [x] Exempt Procurement _____ Date: May 28, 2014

Other _____

6 Procurement History: _____
example: (First year of 4 year contract)

7 Funding Source: _____ BU/Line Item: 52361 52363

8 Any out-of-the ordinary or unusual issues or concerns:
none
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Maya Martinez

Phone # 955-4271

10 Certificate of Insurance attached. (if original Contract) []

Submit to City Attorney for review/signature

Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review
and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments: